

Appendix 4

200. Appointments, Reviews, and Promotions

200.1 Types of Appointments

200.1.1 Regular Full-Time Faculty

A regular full-time faculty member at Luther Rice Seminary/University is one whose major employment is with LRSU; whose primary responsibility is in teaching, research, and the formulation and outworking of academic policies; and whose employment is based on a contract for full-time employees. This includes instructors, assistant professors, associate professors, and full professors. The Qualifications for appointment set forth below are not intended as justification for automatic promotion; conversely, justified exceptions to the following qualifications may be made.

Professor: To be eligible for the rank of professor, a faculty member must have a record of outstanding performance, involving both teaching and research or recognized professional contributions. The faculty member is expected to hold the earned terminal degree and have at least ten years of effective, relevant experience, including at least five years as Associate Professor.

Associate Professor: To be eligible for the rank of associate professor, a faculty member must have a record of outstanding performance, involving both teaching and research or recognized professional contributions. The faculty member is expected to hold the earned terminal degree, possess strong potential for further development as a teacher and scholar, and have at least five years of effective, relevant teaching experience.

Assistant Professor: To be eligible for the rank of assistant professor, a faculty member is expected to hold the earned terminal degree and must evidence a gift of teaching and strong potential for development as a teacher and scholar.

Instructor: To be eligible for the rank of instructor, a faculty member is expected to hold the earned master's degree plus substantial additional graduate study, such as having fulfilled the requirements for admission to candidacy for the earned terminal degree.

200.1.2 Part-Time Faculty

Any faculty member who does not meet the definition of a full-time faculty member is considered a part-time faculty member. Any faculty member who works less than full-time is considered a regular part-time faculty member. Part-time faculty members receive appointment letters and are subject to a thirty-day notice of renewal or non-renewal. Part-time faculty members are not on a continuing contract track.

- **Adjunct Faculty:** An adjunct faculty member is expected to provide significant instructional service to the institution, teaching major portions of a course or entire course(s) with responsibility for assigning grades. Adjunct faculty possess qualifications for appointment as instructors or higher. Appointments are made through academic departments in accordance with LRSU policy. Terms and conditions of adjunct faculty are governed by their individual appointment letters and/or contracts.

- **Guest Lecturers:** Guest lecturers possess special credentials and/or expertise to provide occasional lectures or occasional research advice. Such individuals do not receive an adjunct or faculty appointment/contract.

200.2 Faculty Qualifications

200.2.1 Academic and Professional Preparation

- **Undergraduate:** Each full-time and part-time faculty member teaching credit courses leading toward the baccalaureate degree must have completed at least eighteen graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline or a related discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases are determined on an individual basis by the Chief Academic Officer or the President in consultation with the Dept. Chair.
- **Graduate:** Each full-time and part-time faculty member teaching credit courses at the master's degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. All faculty members teaching courses at the doctoral degree level must hold the earned doctorate in the teaching discipline or a related discipline. In unusual cases, the institution may employ faculty who have demonstrated exceptional scholarship or have outstanding professional experience, but who may not possess the required academic credentials. Such cases are determined on an individual basis by the Chief Academic Officer or the President in consultation with the appropriate Dept. Chair. All graduate faculty members must also demonstrate a high level of competence in teaching and scholarship. Faculty teaching at the doctoral level must additionally demonstrate research capabilities. Faculty members responsible for the direction of doctoral research must be experienced in directing independent study.
- As part of the hiring process, the credentials of candidates are reviewed for appropriate terminal degrees as set forth above. Candidates with international degrees or degrees from non-regionally accredited institutions in the United States will be held responsible for submitting official evaluations of their credentials by an approved agency. Candidates without the appropriate degrees must submit evidence of exceptional scholarship and/or outstanding professional experience related to the teaching discipline, in lieu of appropriate degrees. The Chief Academic Officer and/or the President, in consultation with the appropriate Dept. Chair will make the final determination in such cases.

200.2.2 Language Proficiency

Before a candidate for whom English is a second language is offered a full-time faculty position, the search committee will require the candidate to demonstrate competence in spoken and written English. If the faculty position requires a faculty member to teach courses in a language other than English, the candidate for such a position will provide the search committee with documentation of instructional proficiency in the language in which the course is taught.

200.3 Search Committee Process

Faculty vacancies will be advertised locally and/or nationally at the discretion of the Chief Academic Officer, the President, and the Chair of the employing department. The Chief Academic Officer will appoint a search committee to screen, interview, and recommend qualified candidates for vacant faculty, senior administrative, and senior professional positions.

Applicants for faculty positions are required to submit curriculum vitae, official academic transcripts of undergraduate and graduate degrees, abstracts of recent publications, and three letters of recommendation from professionals who are knowledgeable of the applicant's past performance.

The search committee screens the letters of application and curriculum vitae, selects those that meet the academic and experiential requirements, checks references, and interviews the candidates. During the applicants' visits to the campus, other faculty members will have the opportunity to meet with them. In many instances candidates are invited to present a lecture to the faculty and students. The

search committee recommends one or more of the most highly qualified candidates to the Chief Academic Officer, who selects the finalist and makes a recommendation to the President. The President, at his discretion, will present the recommendation to the Board.

The prospective faculty person will meet with the Board for a final interview and a vote. Once the position has been offered and has accepted, regret letters will be sent by the Chair of the Search Committee to those applicants not selected.

200.3.1 Full-Time Faculty Appointments

Applicants for faculty positions are required to submit curriculum vitae, official academic transcripts of undergraduate and graduate degrees, abstracts of recent publications, and three letters of recommendation from professionals who are knowledgeable of the applicant's past performance.

The search committee screens the letters of application and curriculum vitae, selects those that meet the academic and experiential requirements, checks references, and interviews the candidates. During the applicants' visits to the campus, other faculty members will have the opportunity to meet with them. In many instances candidates are invited to present a lecture to the faculty and students. The search committee recommends one or more of the most highly qualified candidates to the Chief Academic Office, who will select the finalist and make a recommendation to the President. Upon his approval, the President will present the recommendation to the Board of Trustees.

Once the finalist has been offered and has accepted the position, regret letters will be sent by the Chair of the Search Committee to those applicants not selected.

200.4 Appointment and Contract Renewal

The appointment and contract renewal process in the Institution is initiated by a review of the faculty member's performance in reference to the criteria specified by the institution for successful professional performance. Each renewal will require a separate recommendation to the President by the Vice President for Academic Affairs.

- The first appointment is activated when the President presents the candidate to the Board of Trustees and they extend the offer of employment and letter of appointment for a faculty position
- The first contract is for one year with a review performed and notice of reappointment or non-renewal given no less than ninety (90) days prior to the end of the contract period

200.4.1 Retention

LRSU is committed to recruiting, selecting, and retaining faculty members who are committed to the institution's Christian doctrine and to academic excellence. The institution believes learning is a continuous process and accepts its obligation to participate with faculty members to insure their credentials are both current and appropriate. In addition, the institution is committed to the principle that compensation and benefits are integral parts of recognition and, therefore, retention. LRSU also accepts job security as an integral part of retention.

It is the policy of LRSU, that faculty will be evaluated each year for retention. Evaluations shall include various inputs, including: credentials, administrative work, teaching, scholarship, and general contribution to the LRSU community.

200.4.2 Faculty Performance Review

The institution's evaluation program provides a planned opportunity for the faculty member and the Dept. Chairs to meet and mutually identify, discuss, and document the faculty member's accomplishments and job performance. The evaluation is designed to help answer basic questions concerning the faculty member's performance. Input from Self, Administrative, Peer, and Student evaluations are all considered in the annual performance evaluation (**see 100.2.3 above**). The evaluation interview will be conducted no less than ninety days prior to the end of the contract year.

Performance evaluations help the institution make important decisions about job placement, training and development, and pay issues. A good performance evaluation does not guarantee a salary increase, nor does it alter, modify, or amend the employment relationship between the faculty member and the institution.

Documents that will help the faculty member understand and prepare for the annual review can be found in the Human Resources' file on the institution network's common drive, and in this handbook, Appendix 5.

200.4.3 Promotion

Promotion from one rank to another is an honor granted to faculty members on the basis of the quality of their teaching, professional development, achievement of stated objectives, and other criteria. Minimum criteria for promotion will be (1) effective teaching, (2) demonstrated scholarship (3) consistent professional development (4) exemplary Christian modeling and (5) accomplishments in service to the Luther Rice community. As previously defined, standards for promotion depend on the rank sought. Minimum eligibility standards for each rank are listed above (200.1.1).

Faculty promotion is initiated by a written recommendation from the appropriate Dept. Chairperson to the Vice President for Academic Affairs. Such a recommendation may be requested in writing by the faculty member in question or by that member's faculty colleague(s). A request to the Dept. Chair from the faculty member or colleague(s) should include an enumeration of the five criteria for promotion listed above and examples of how each one has been met by the person in question. Upon recommendation from the Dept. Chair and approval by the Vice President, the promotion will be recommended to the faculty, who will vote upon the matter in a regular faculty meeting, the member in question being excused.

The faculty's vote will be sent as a recommendation to the Vice President for Academic Affairs and forwarded to the President. The President, in turn, will either reject the promotion or recommend it to the board. For cases of denied promotion, see the faculty grievance procedure (Sec. 200.9)

The timeline for promotion requests and actions is as follows:

November 1st Deadline for promotion requests to the Dept. Chair.

February 1st Deadline for promotion recommendations to the VP for Academic Affairs.

April 1st Deadline for promotion recommendations to the president.

May Board Meeting Approval or denial of promotion

July 1 Approvals are made effective

200.5 Non-Renewal of Faculty Appointment

In the event of a decision not to renew a faculty appointment, the faculty member will be informed of the decision in writing no less than ninety days prior to the end of the contract year. Faculty members who have completed ten years of service on the LRSU faculty can appeal non-renewal contract decisions to the Board of Trustees.

200.6 Dismissal for Cause

Dismissal of a faculty member on a contract, probationary, or annual appointment before the end of a specified term may be effected by the institution only for reasons of poor performance or illegal or unprofessional conduct. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens. The following will be deemed sufficient cause for immediate dismissal:

- Incompetence or neglect of duty: The institution may dismiss a faculty member for reasons related directly and substantially to the fitness of the faculty member in his or her capacity as a teacher or researcher using the criteria developed by the institution. One whose performance is judged to be inadequate by the Chairperson of the department and/or the Vice President for Academic Affairs may be recommended for dismissal. The President will have the authority to dismiss the faculty member.

• **Illegal or unprofessional conduct:** The institution may dismiss a faculty member at any time for personal conduct that substantially impairs the individual's fulfillment of institutional responsibilities, such as misconduct in office (including, but not limited to: sexual misconduct involving students; falsifying transcripts, resumes, or institution records; drunkenness), gross insubordination, willful neglect of duty, moral turpitude, gross immorality, continued and willful abuse of students, retaliation against students for their exercise of free speech, or any conduct unbecoming a professional as determined by the institution. The institution reserves the right to subject any faculty member arrested for a crime to an administrative hearing to determine if just cause exists to dismiss him or her from his or her position and terminate his or her contract. The faculty member who is terminated for illegal or unprofessional conduct may not receive notice and may be dismissed immediately.

200.6.1 Progressive Discipline

In appropriate circumstances, LRSU will attempt to use progressive discipline. The institution reserves the absolute right to determine whether it is appropriate to use progressive discipline. Progressive discipline consists of the following steps:

- Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement;
- Informal inquiry by a faculty committee which may, failing to effect an adjustment, determine whether dismissal proceedings should be undertaken. The committee's opinion is not binding upon the President;
- A statement of charges framed with reasonable particularity by the President or the President's delegate.

If dismissal is deemed in order, the President will address a communication to the faculty member informing him of the reasons for dismissal. The faculty member will have the right to request a hearing to determine whether or not he should have been removed from his position on the grounds stated. Such a request will be made in writing to the President within five days of the receipt of said letter. Upon receipt of the formal request, a hearing will be held to determine if the faculty member's dismissal should be upheld. Such a hearing will be held before the President, Vice President for Academic Affairs, appropriate Department Chair, and a faculty representative chosen by the member whose hearing it is.

200.6.2 Termination Due to Reduction or Elimination of Program or Position

The institution, at its sole discretion, may dismiss a faculty member due to reduction or elimination of a program or position prior to the end of a contract if restructuring or reduction in force is necessary due to financial exigency or some other reason.

200.7 Exit Interview

Whenever a faculty member's employment is terminated, whether by dismissal, resignation, or non-renewal, that member will participate in an exit interview with the Vice President for Academic Affairs and other administration if appropriate. The interview will center on the circumstances leading to the faculty member's leaving, but other matters may be discussed as well. A written record of the interview will be placed in the member's personnel file.

200.8 Grievance Procedure

If a faculty member believes the reasons he or she was given for non-reappointment violate his or her academic freedom, violate stated review procedures, or were based on discriminatory practices, he may petition the President to appoint a Grievance Committee to review his or her grievance. The burden of proof will rest upon the petitioning faculty member. The functions of the Grievance

Committee are:

- To determine whether or not the notice of non-reappointment constitutes on its face a violation of academic freedom or stated review practices or was improperly discriminatory
- To seek to settle the matter by informal methods
- To decide whether or not the evidence submitted in support of the petition warrants a recommendation that a formal proceeding be conducted
- To report the findings to the President and to make such recommendations to him as are deemed necessary and proper

If a formal hearing is pursued, the case will be brought before a committee consisting of the Chief Academic Officer, and three peer faculty members. Again, the burden of proof will rest on the petitioning faculty member. All alleged breaches of academic freedom will be reviewed by the Board of Trustees before a final disposition is reached.

For grievances in matters such as salaries, denial of promotion, assignment of teaching duties, space or other facilities, perceived discrimination, harassment, etc., the faculty member may petition the President for redress. The petition will set forth in detail the nature of the grievance and will state against whom the grievance is directed as well as the specific policy alleged to have been violated. It will contain any factual data the petitioner deems pertinent to the case.

A Grievance Committee appointed by the President will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof.

The Committee may seek to bring about a settlement of the issue satisfactory to the parties. If such a settlement is not possible or is not appropriate, the Committee will report its findings to the petitioner and to the President, and the petitioner will, if he so requests, be provided an opportunity to appeal his case to the President. If such an appeal is requested, the decision of the Grievance Committee will be presented in writing to the President, who will make the final determination and resolution of the case.